

JURY DUTY

12.5.1 The District shall grant paid leaves for bargaining unit members called to serve on jury duty, subject to the following conditions:

12.5.2 Bargaining unit members shall file their court jury summons with their immediate supervisor at least three (3) working days prior to the date of their first scheduled appearance.

12.5.3 Bargaining unit members required to serve on jury duty must obtain written verification from the appropriate court indicating the date(s) that they actually appeared.

12.5.4 Bargaining unit members shall be paid the difference between their regular salary and the amount they receive in the form of jury duty pay, exclusive of mileage fees. The District shall pay the bargaining unit member's regular salary, and the employee shall remit to the District the amount received as jury duty pay within ten (10) days of receiving such pay or prior to the close of the last payroll period of the year, whichever occurs earlier. In the event the bargaining unit member has failed to remit such fees, the District shall be entitled to withhold the appropriate amount from the bargaining unit member's last salary check of the school year.

12.5.5 In the event a bargaining unit member called for jury duty is dismissed or excused by the assigned court prior to the end of his/her normal workday, the bargaining unit member need not report to work for the remaining portion of that day. In the event a bargaining unit member's jury duty is postponed prior to the end of the bargaining unit member's workday, the bargaining unit member will subsequently contact his/her immediate supervisor to determine if it is necessary for the bargaining unit member to return to work for the remaining portion of that day. The travel distance between the bargaining unit member's residence, assigned court, and worksite, as well as the time remaining in the bargaining unit member's workday will be considered in making this determination.

12.5.6 A bargaining unit member shall be entitled to paid leave to appear in court as a witness when subpoenaed, other than as a litigant, or to respond to an official order from another governmental jurisdiction.